

TITLE, SERIES, GRADE: Human Resources Specialist, GS-201-07

SALARY RANGE: GS-07: \$37,640 - \$48,933 per annum

PROMOTION POTENTIAL (IF ANY) TO: GS-11

VACANCY ANNOUNCEMENT NUMBER: 07-CRM-FB-009

AREA OF CONSIDERATION: Criminal Division-wide (Status Candidates Only) and DOJ displaced/surplus federal employees in the local commuting area

OPENING DATE: 01/25/2007

CLOSING DATE: 02/08/2007

DUTY LOCATION(S): Department of Justice. Criminal Division, Office of Administration, Human Resources Management Unit, Personnel Operations Staff, Washington, DC

NUMBER OF VACANCIES: One Position

JOB SUMMARY

- Participates in a variety of substantive Human Resources Management Unit (HRMU) activities, programs and projects to gain on-the-job experience and attends a variety of specialized training as needed to develop a full professional base level ability to utilize the established methods, techniques, procedures and documentation common to the human resource management occupation.
- Performs studies related to the legal and regulatory responsibilities of the Personnel Operations Staff; reviews changes to laws, regulations and procedures such as applicable Code of Federal Regulations (CFRs), Office of Personnel Management (OPM) policies and Department of Justice (DOJ) orders and advises appropriate HRMU personnel of significant new information.
- Identifies and coordinates new or changed requirements which affect various HRMU functions with appropriate Sections/Offices representatives to ensure compliance.
- Assists Senior Human Resources Specialists in their recruiting and staffing duties to acquire an understanding of Merit Staffing and recruiting policies and procedures.
- Conducts limited classification surveys or assists Human Resources Specialists in classification surveys of professional, administrative, and clerical positions.
- Performs special projects as assigned
- Performs other duties as assigned.

NOTE: For eligible surplus/displaced employees, well qualified means an applicant must meet all minimum qualification requirements and score at the midrange level points against the ranking factors stated in the vacancy announcement.

QUALIFICATIONS: Applicants must possess one year of specialized experience equivalent to the next lower grade in the Federal service.

SPECIALIZED EXPERIENCE is experience which is typically related to the position to be filled and which has equipped the applicant with the particular knowledge, skills, and abilities to successfully perform the duties of the position.

EDUCATION SUBSTITUTION: As outlined in the Office of Personnel Management's Qualifications Handbook education may be substituted for specialized experience.

At the GS-07 Level: One (1) full year of graduate level education OR superior academic achievement.

REQUIREMENT for Outstanding Scholar Program (superior academic achievement) is based on class standing, grade-point average or honor society membership. Applicants must have a four-year degree and have a 3.5 or higher out of a possible 4.0 OR be elected to a national scholastic honor society OR must be in the upper third of the graduating class.

QUALITY RANKING FACTORS: Applicants are encouraged to provide a separate narrative addressing each quality ranking factor.

- 1) Knowledge of human resources management principles, pertinent administrative regulations, and guidance to conduct studies, make recommendations and implement human resources programs.
- 2) Ability to gather, assemble and analyze facts to devise solutions to assigned problems.
- 3) Ability to apply fact-finding and investigative techniques to make recommendations or enhancements to policies and procedures.
- 4) Ability to communicate orally.
- 5) Ability to communicate in writing.

EVALUATION METHODS: Applicants will be evaluated according to the extent and quality of experience, education and training, type of official recognition received and supervisory appraisal of performance.

HOW TO APPLY

- Applicants must submit a resume, OR the Optional Application for Federal Employment (OF-612) OR any other written format chosen, including the SF-171.
- Applicants must also submit a separate statement address the Quality Ranking Factors listed above.
- Current Federally employed applicants must also submit a copy of your latest Notification of Personnel Action (SF-50), and a copy of a performance appraisal issued within the last 12 months.
- Displaced and surplus federal employees must submit a copy of appropriate documentation of separation such as a RIF separation notice, or a separation certification letter issued by your agency or OPM which reflects that you will be separated or have been separated from your position.

If a resume is submitted it must contain the following information. If pertinent information is omitted from the resume, it will result in non-consideration for this position.

- **JOB INFORMATION**--Announcement number, title and grade(s) of the job for which you are applying;
- **PERSONAL INFORMATION**--Full name, mailing address (with ZIP code), day and evening phone numbers (with area code), social security number, country of citizenship (Most Federal jobs require United States citizenship), veterans' preference, reinstatement

eligibility (if requested, attach SF-50 proof of your career or career-conditional status, highest Federal civilian grade held (also give job series and dates held);

- **EDUCATION**--High school, name, city, and state (ZIP Code), date of diploma or GED, colleges and universities, name city and state (ZIP Code), majors. Type and year of any degrees received (if no degree, show total credits earned and indicate whether semester or quarter hours). Send a copy of your college transcripts only if the job vacancy announcement requests it.
- **WORK EXPERIENCE**--give the following information for your paid and nonpaid work experience related to the job for which you are applying. (do not send job descriptions): job title (include series and grade if Federal job), duties and accomplishments, employer's name and address, supervisor's name and phone number, starting and ending dates (month and year), hours per week, salary. Indicate if we may contact your current supervisor.
- **OTHER QUALIFICATIONS**--Job-related training courses (title and year). Job related skills, for example, other languages, computer software/hardware, tools, machinery, typing speed. Job-related certificates and licenses (current only). Job-related honors, awards, and specialized accomplishments, for example, publications, memberships in professional or honor societies, leadership activities, public speaking and performance awards (Give dates but do not send documents unless requested).

Applications and supplemental documentation can be e-mailed to:

CRIMINAL.CRMJOBS@USDOJ.GOV or faxed to 202-353-0775.

-Although we are requesting that applications be sent via e-mail and/or fax, we are also accepting applications mailed through the postal service.

NOTE:

- Relocation expenses are not authorized.
- Applications that are e-mailed and/or faxed must be received by midnight of the closing date.
- Applications mailed through the postal service must be received by the closing date of this announcement.
- Applications mailed/received in government envelopes will result in non-consideration for this position.
- If submitting a resume all requested information as outlined in this vacancy announcement must be included. If pertinent information is omitted from the resume, it will result in non-consideration for this position.
- This is a permanent full-time position.
- All qualifications for this position must be met by the closing date of the announcement.
- Employment is contingent upon the satisfactory completion of a background investigation adjudicated by the Department of Justice. This position is subject to a drug test by urinalysis.
- Failure to submit the requested information may result in a lower rating in the evaluation process.
- Qualified applications will receive consideration without regard to race, color, national origin, religion, sex, age, marital status, disability, sexual orientation, or any other non-merit factor. The Department of Justice welcomes and encourages applications from persons with physical and mental disabilities and will reasonably accommodate the needs of those persons. The Department is firmly committed to satisfying

its affirmative obligations under the Rehabilitation Act of 1973, to ensure that persons with disabilities have every opportunity to be hired and advanced. This agency provides reasonable accommodation to applicants with disabilities where appropriate. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. Determinations on request for reasonable accommodation will be made on a case-by-case basis.

POINT OF CONTACT: Felecia Butler

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